



**Vacancy notice**

**Introduction**

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of emergency response, DRR, health, food security, extractives, security & justice, women leadership and investments. Cordaid is active in seven States in South Sudan.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose additional technical capacity is required. Therefore, Cordaid would like to recruit a **Clinical Officer – HIV/TB** as detailed below,

<b>Position Title</b>	<b>Clinical Officer – HIV/TB x 5</b>		
<b>Duty station</b>	1.	<b>Malakal POC</b>	<b>x1</b>
	2.	<b>Wau POC</b>	<b>x1</b>
	3.	<b>Melut POC</b>	<b>x1</b>
	4.	<b>Kapoeta Mission Hospital</b>	<b>x1</b>
	5.	<b>Paloich PHCC</b>	<b>x1</b>

**Reporting to** Senior Programme Officer

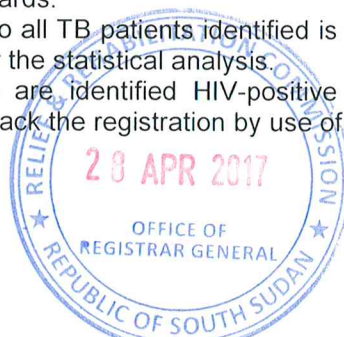
**Purpose of this position:**

The TB/HIV Clinical Officer is responsible for assisting the Project TB Expert in collaboration with the POC PHC providers and other technical team to plan, coordinate and monitor the implementation of all project components of TB care at supported facilities including TB/HIV, Childhood TB management, drug resistant TB surveillance and management, TB Infection control, DOT strengthening, TB recording and reporting and the application of continuous quality improvement (CQI) approaches to improve TB care.

S/He will also offer Provider Initiated Testing and counselling (PITC) including HIV care and treatment management.

**Key Responsibilities and Accountabilities:**

1. Identify patients with a presumptive TB and ensure to refer patients for the Laboratory sputum smear microscopy for TB diagnosis;
2. Refer patients with TB or presumptive TB for hospitalization or further treatment and investigation;
3. Actively engage in monitoring the performance and management of primary clinics in presumptive TB screening, referral service and confirmation of the outcome of those clients referred for TB investigation. ( confirmed referral ,# of TB diagnosed etc)
4. Provide TB treatment to patients who need to receive their TB medicines from the Hospital and ensure the direct supervision of treatment and administer the TB treatment to patients in line with the NTLBP requirements and standards.
5. Ensure HIV screening and testing to all TB patients identified is registered and the data collection is submitted to the M & E Officer for the statistical analysis.
6. Ensure that the TB patients who are identified HIV-positive are registered in the HIV/AIDS registration system of the NACP. Track the registration by use of the patient's referral numbers.





7. Follow-up on TB/HIV patients and ensure that the patients are receiving their antiretroviral (ARV) treatment either in the same Hospital or in the closest ARV sites.
8. Ensure to offer TB/HIV services as recommended by the National guidelines by:-
  - a. Filling in the TB/leprosy patient card and record in the unit register
  - b. Directly observing TB/leprosy patients on facility based DOT, including those admitted
9. Manage the TB/leprosy patients with side-effects, complications or treatment failure and, when necessary, referring them to the next level
10. Develop and facilitate the establishment of effective referral links between public and private facilities.
11. Attend meeting and submit required reports to share relevant information through CME/CPD sessions at the Hospital
12. Be in charge of ordering, receiving, recording and safe custody of drugs and other supplies from the County Health Department Office and UNDP ware house
13. Provide health education to TB/HIV and leprosy patients and ensure to increase awareness ti educating the community.
14. Actively implement TB infection control measures according to guidelines and standards.
15. Plan and prioritize TB/HIV and leprosy activities for the Hospital and including them in the facility plan
16. Ensure to regularly updating TB unit register with information collected from the patients' treatment cards and Laboratory TB registers during sputum follow-up visits.
17. Ensure, when indicated, Xpert testing. Ensure that the Xpert machine is available. if not through:
  - i) the transport patients' specimens or
  - ii) the refer patients to Xpert sites
18. Use the registration system required by the NTP (register of presumptive TB patients, request form for TB laboratory testing, TB microscopy register, TB treatment register, TB index case form for contact investigation, transfer and referral forms
19. Refer patients to receive their TB treatment in the relevant PHCUs whenever needed;
20. Trigger TB contact investigation around the identified TB index cases
21. Ensure reporting on quarterly basis as required by the NTLBP policy to the County Health Department on TB notification, TB treatment outcomes and smear conversion at the end of the intensive phase of TB treatment as well as reporting on TB drug availability and needs;
22. Ensure that effective data collection, recording and reporting system is in place at the Hospital Hospital
23. Ensure the availability of equipment, supplies, commodities, medical guidelines, standards and job aids to support program implementation and regularly assess the adequacy of logistics and adequate supplies at the Hospital to ensure uninterrupted high quality services.
24. Organize monthly TB/HIV Quality Improvement Teams meetings and lead in QA/QI initiatives and innovations.
25. Closely collaborate with CHD and provide support to the relevant PHCCs and PHCUs.
26. Attend to other duties as directed and instructed by the Senior Programme Manager.

### Required Competencies, Skills and Experience

1. Minimum required qualification- Diploma in Clinical Medicine and Community Health and with 4 or more years of experience. A degree in a health related qualification will be an added advantage.
2. Experience of working with TB/DOts, TB/HIV and ART.
3. Significant and up to date knowledge of the current ART, TB/HIV, guidelines, standards, tools and best practices
4. Experience in TB/HIV care and treatment program implementation with demonstrable results and expertise in initiating TB/HIV care and treatment services
5. Professional experience in training and quality assurance for health services
6. Experience with private health care providers
7. Demonstrated experience in building partnerships
8. Excellent communication skills
9. Functional fluency in English, Arabic and Shiluk
10. Experience working in International NGOs and donor organization
11. Experience in establishing and sustaining working relationships with the Government of Republic of south Sudan ,County Health Department and facility level





BUILDING FLOURISHING COMMUNITIES

12. Demonstrated experience in organizing and facilitating training, mentorship and capacity building of HCWs in TBHIV prevention, care and treatment areas.
13. Proficiency in computer basic skills- MS Office; Internet; Basic data analysis skills
14. Self- managed, self-driven, results oriented individual with excellent communication, interpersonal, report writing and analytical skills
15. Dedicated team player with ability and experience to work in a multidisciplinary team
16. Develop annual budgets and work plans for the NTP regarding outreach activities
17. Supervise monitoring and evaluation processes and ensure quality and annual production of the NTP Monitoring Reports.

### Further information and how to apply

Interested and qualifying applicants can submit their application letter including a CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

1. Mention the vacancy reference number in subject line
2. Select the vacancy reference which indicated the duty station of preference.
3. Only put the reference number in the subject line.
  - a. (e.g.CSS021 – 2017 Clinical Officer – HIV TB – Malakal POC)
  - b. (e.g.CSS022 – 2017 Clinical Officer – HIV TB – Wau POC)
  - c. (e.g.CSS023 – 2017 Clinical Officer – HIV TB – Melut POC)
  - d. (e.g.CSS024 – 2017 Clinical Officer – HIV TB – Kapoeta Mission Hospital)
  - e. (e.g.CSS025 – 2017 Clinical Officer – HIV TB – Paloich PHCC)

Applications can also be hand dropped at the Cordaid main office in Juba located behind the Equatorial/UAP Tower, Just a few meters after the Strome Foundation Office.

Deadline for submission is before the 12<sup>th</sup> of May 2017 at 17:00hrs

Cordaid is an equal opportunities employer and women are strongly encouraged to apply.

Only short listed candidates will be contacted and please note that as this recruitment is for emergency deployment, short listing will be done on a rolling basis and if the ideal candidate is identified before the deadline dates, the recruitment process will be closed.

All applications submitted cannot be returned.

Approved  
RAC Juba  
Chengpalshen

RELIEF REHABILITATION AND REINTEGRATION COMMISSION  
28 APR 2017  
OFFICE OF REGISTRAR GENERAL  
REPUBLIC OF SOUTH SUDAN